

To: Highline Community College Employees  
From: Executive Director of Human Resources  
Subject: Statement on Drug Free Workplace

To help ensure the safety and well-being of faculty, staff, students, and the general public, Highline Community College is committed to maintaining a campus environment that is free of illegal drugs and of drugs and alcohol that are used illegally. Accordingly, the College prohibits consuming of alcoholic beverages on College property, except in accordance with state of Washington liquor license procedures. The College also prohibits the unlawful possession, use, distribution, or manufacture of alcohol or controlled substances (as defined in Chapter 69.50 RCW) on College property or during College-sponsored activities (Chapter 478–124 WAC). Violation of the College's alcohol and drug prohibitions is cause for disciplinary or other appropriate action.

These provisions are in accordance with the requirements of the federal Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in or on property owned or controlled by Highline Community College. The use of any unlawful controlled substance while in or on property owned or controlled by Highline Community College is absolutely prohibited, except when authorized in writing by the College. No employee will report to work while under the influence of any unlawful controlled substance. Violation of this policy by an employee may result in a referral for mandatory evaluation or treatment for a substance abuse disorder. Disciplinary action up to and including dismissal from employment may be imposed.

Abuse of alcohol and other drugs can impair academic ability, work performance, relationships, and personal health and safety. Additionally, the safety of others may be placed at risk by an individual under the influence of alcohol and other drugs.

To comply with federal law, Highline Community College requires an employee notify the employing official of any criminal drug statute conviction for any violation occurring in the workplace no later than five days after such conviction. If the employee is engaged in the performance of a federally sponsored grant of contract, the College must notify the federal contracting agency within ten days of having received notice that the employee has been convicted of a drug statute violation occurring in the workplace. The college will take disciplinary action against, or require the satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by, any college employee who is so convicted. Disciplinary action may include dismissal from employment or other appropriate personnel action(s). Employment at Highline Community College is conditional on each employee's willingness to abide by this policy. This policy has been adopted pursuant to the federal Drug Free Work Place Act of 1988.

The College recognizes that alcoholism and drug abuse are treatable illnesses, and encourages employees who may have alcohol or drug abuse problems to seek treatment for them. A current directory of alcoholism and substance addiction services published by the Department of Social and Health Services, Division of Alcohol and Substance Abuse is available at Human Resources Department. The Employee Assistance Program is also available. You may reach the Employee Assistance Program at 1-877-313-4455.

Any individual afflicted by alcoholism or drug dependency will have the same options that faculty and staff members with other illnesses have to participate in prescribed treatment programs, including the use of paid leave and unpaid leave of absence.

Please take a minute to review the College's Drug Free College Policy:

<http://www.highline.edu/admin/vpadmin/policies/drugfreecollegepolicy.htm>